November 2017

Dear Parents and Guardians,

We have had a wonderful Fall at \_\_\_\_\_\_\_\_ (school/district)! We are excited about \_\_, \_\_, and \_\_. As a learning community, we are continually looking to improve \_\_\_\_\_\_\_\_ (school/district). One source we use to reflect on our strengths and areas for improvement is the School Report Card.

The Department of Public Instruction (DPI) generates a School Report Card and District Report Card for every publicly funded school and district in the state. These public report cards can be found online   
at: <http://dpi.wi.gov/accountability/report-cards>. The accountability report cards are intended to help schools and districts use performance data to target improvement efforts that ensure students are ready for their next educational step – including the next grade level, graduation, college, and careers.

Some schools, like ours, do not have the data necessary to calculate School Report Card scores and instead participate in an [Alternate Accountability](http://dpi.wi.gov/accountability/alternate-accountability) process. This includes new schools; K-2 schools; schools without tested grades; schools exclusively serving at-risk students; and schools with fewer than 20 full academic year students. Because the report cards depend on multiple data points across multiple years, DPI cannot calculate a traditional report card score for schools in these scenarios. For the 2016-17 school year, our school fell into this Alternate Accountability process.

Alternate Accountability is a district-supervised self-evaluation process in which schools report and evaluate their performance in raising student achievement in English Language Arts (ELA), mathematics, and in preparing students to be on-track for college and careers. These priority areas align to those found in the School Report Cards. Instead of the five rating categories on the report card, Alternate Accountability schools receive a rating of either *Satisfactory Progress* or *Needs Improvement*.

\_\_\_\_\_\_\_\_ (school), based on our 2016-17 performance, is rated as \_\_\_\_\_\_\_\_ (satisfactory progress or needs improvement) as displayed in the top left corner of the School Report Card. The district’s overall report card score is \_\_with a rating of \_\_, or \_\_stars.

As DPI stresses, these report cards are just one source of information about our school. Given that, I want to share some other data that helps illuminate some of our successes and helps pinpoint areas of work in our school/district. Here is some information that shows we are moving in the right direction.

[INSERT LOCAL DATA HERE.]

DPI has produced two versions of each Report Card: a quick one-pager labeled “School Report Card” and a lengthier, detailed version labeled, “School Report Card Detail.” Both versions can be accessed online at <http://dpi.wi.gov/accountability/report-cards> along with resources that explain the report cards. (Please note that in both versions, since there are too few data to calculate regular scores for our school, you will see a lot of “NAs” throughout.) I have included the one page School Report Card for \_\_\_\_\_\_\_\_ (school) here as well.

Please let me know your thoughts and questions as they arise. I look forward to working with you to make 2017-18 a successful school year for your child!

Sincerely,

(name and contact information of principal/administrator)